



# PRE-APPROVAL APPLICATION

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PROCEEDING WITH THE PRE-APPROVAL APPLICATION PROCESS.

By completing the attached forms you are applying for a pre-approval for a home loan. Be advised that with your consent (by signing the enclosed Borrowers Authorization Form) the department request a credit report. The pre-approval process is to determine two things, one, that you meet the eligibility criteria to be considered for the CalVet home loan benefit and to determine if you meet our credit underwriting guidelines. When it is established that you are eligible to participate in the program and that you meet the credit underwriting guidelines, you will be advised in writing, of a maximum loan amount.

If you have an accepted offer for a specific property, you need to skip this pre-approval process and proceed to complete a loan application package for a home loan. An application can be downloaded or completed electronically at our website at: [www.calvet.ca.gov](http://www.calvet.ca.gov). You can also request the forms be mailed to you from one of the district offices noted below.

To submit an application, you can proceed to do it electronically, via fax, by mail or bring it into one of our office locations:

*PLEASE NOTE THAT SOME OF THESE OFFICES ARE CLOSED FOR LUNCH. BEFORE VISITING, CALLING AHEAD OF TIME IS SUGGESTED.*

**FRESNO:** 1752 E. Bullard Ave. Suite 101  
Fresno, CA 93710

**Telephone:** 866.653.2511  
**Fax:** 559.440.5172

**E-Mail-** [Fresno@calvet.ca.gov](mailto:Fresno@calvet.ca.gov)

**SACRAMENTO:** 1227 O Street Room 212  
Sacramento, CA 95814

**Telephone:** 866.653.2510  
**Fax:** 916.651.9085

**E-Mail-** [Sacramento@calvet.ca.gov](mailto:Sacramento@calvet.ca.gov)

**SAN DIEGO:** 1350 Front Street Room 2023  
San Diego, CA 92101

**Telephone:** 866.653.2504  
**Fax:** 619.641.5851

**E-Mail-** [SanDiego@calvet.ca.gov](mailto:SanDiego@calvet.ca.gov)

You may also reach us at:

**Telephone:** 800.952.5656

**California Department of Veterans Affairs:** P.O. Box 942895, Sacramento, CA 94295-0001



**THE FOLLOWING IS A LIST OF THE MINIMUM DOCUMENTS REQUIRED FOR A PRE-APPROVAL APPLICATION.**

- ☐ Applicant(s) completed, signed and dated loan application form 1003.  
*CalVet staff will ensure that all applicable fields are filled in when receiving the application.*
- ☐ DD-214 for discharged veterans
- ☐ Currently active serving veterans must provide a Statement of Service.  
*Make sure statement of service indicates the character of service (serving honorably)*
- ☐ Most recent paystubs to complete one month, for all applicants, from all job sources.  
*Submit originals or certified copies, certification by broker or CalVet staff*
- ☐ Original/certified copies of W-2 form for the most recent two years, for all employers, from all applicants.
- ☐ Document other sources of income by providing the applicable documentation, i.e., copies of award letters for retirement, VA compensation, etc, or copies of cancelled checks (front and back) for child support etc.  
*In order to consider alternative sources of income it must be documented that it is stable (2 years history) and that it will continue for at least three more years.*
- ☐ For self employed applicants, provide the most current two years federal tax returns including all schedules along with a year to date Profit and Loss Statement, if a quarter has passed since the filing of the last return.
- ☐ For applicants that own 25% or more in a business, provide the most current two years tax returns with all schedules i.e., corporate return, partnership, etc.
- ☐ For applicants that own real estate, provide the most recent two years federal tax returns with all schedules, along with copies of the current rental agreement(s) for each property.
- ☐ Currently own a property? Provide a letter explaining the disposition of the property and the reason for moving.
- ☐ Original/certified copies of the bank statements for the accounts listed on the application form 1003.  
Provide 2 months of consecutive statements for each account -include all pages- with the most recent statement being within 30 days of application.  
*Statements must document sufficient assets for down payment, closing costs, etc., if there appears to be insufficient assets, veteran must indicate on application 1003 where the funds are coming from to close the loan.*
- ☐ Applicant(s) to sign and date CalVet's Borrower Authorization form
- ☐ Applicant(s) to complete CalVet's Prospective Buyers Information form

**FOR ALL BROKER ORIGINATED PREAPPROVALS ATTACH THE FOLLOWING ADDITIONAL DOCUMENTS:**

- ☐ Copy of credit report obtained by submitting broker.
- ☐ Provide completed CalVets' Broker Submittal form.



## PRE-APPROVAL LOAN INFORMATION

Please read the following information regarding some basic requirements regarding eligibility, credit, income and program specifics. *Under federal law, you are entitled to get a free credit report once a year. You can obtain a free report by login into: [annualcreditreport.com](http://annualcreditreport.com). To ensure that you are in the right website, you may want to first, log into the US Federal Trade Commission's website: [www.ftc.gov](http://www.ftc.gov) to gain access to the correct website; there are many websites with the same name that claim to offer a free credit report, but, instead try to sign you up for other services. Obtaining a report from [annualcreditreport.com](http://annualcreditreport.com) will not affect your credit scores. However, if CalVet orders a credit report history on your behalf; the repositories will record an inquiry into your credit history that will remain in your history for a period of time.*

**THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST YOU WITH OUR CURRENT GENERAL GUIDELINES REGARDING ELIGIBILITY, CREDIT AND INCOME CRITERIA. IF YOU WOULD LIKE TO PROCEED TO THE NEXT STEP, PLEASE COMPLETE THE ATTACHED PRE-APPROVAL APPLICATION.**

**Note:** CalVet being the State Department of Veterans Affairs follows CalVet and US Department of Veterans Affairs' underwriting guidelines. The Department reserves the right to deviate from the written guidelines based on an individuals' posed credit risk.

**1. An applicant needs to meet CalVet's eligibility criteria for all loans as follows:**

- Received an Honorable Discharge or was released from active duty under honorable conditions.
- Served a minimum of 90 consecutive days of active duty OR
  - Was discharged due to a service connected disability within 90 days
  - Received a campaign or expeditionary medal
  - Was called to active duty by Presidential Executive Order
  - Is currently on active status in a component of the California National Guard or US Reserves with at least one year of service and a total 6 year commitment
  - Un-remarried spouses of veterans whose death, either while on active duty or after release from active duty, is determined to be service connected or who were designated POWs and MIAs

**2. An applicant must be credit worthy:** Past repayment practices on obligations are the best indicator of an applicant's willingness to repay future obligations. An acceptable credit history is measured with the repayment of at least three accounts with timely payments, over a period of one year, as the required minimum.

If an applicant has an existing home loan or had a prior loan, a good payment record on that loan is a requirement. Applications from veterans who have received a "Notice of Intent to Cancel Contract" within the last 12 months will routinely be denied.

If an applicant has filed for a Bankruptcy Chapter 7; the bankruptcy must be fully discharged for two years; new accounts must have been re-established and timely payments made, after the discharge.

If an applicant has filed a Bankruptcy Chapter 13; if the bankruptcy is in repayment, the applicant must document at least 12 months of timely payments and obtain permission from the bankruptcy judge that the applicant can proceed to obtain a loan.

In the case of a foreclosure or short sale; three years must have lapsed from the foreclosure/short sale, preceeding an application for a home loan.

**3. An applicant must document stable reliable sources of income. All income sources must be verified as being:** An amount to be sufficient to repay the proposed loan, outstanding debt and have enough left over to cover other expenses. Generally, income from self employment, commissions, rental etc., is considered stable when the applicant has obtained such income for a minimum of two years and can document it with filed federal income tax returns.

**4. An applicant must document assets for closing costs and down payment.** An applicant must be able to document sufficient cash to cover the following : *Closing costs* - entails fees such as, appraisal, title fees, recording, escrow etc., loan origination fee, this is a percentage charged based on the loan amount being borrowed and is charged as the cost of the loan (i.e., loan amount \$100,000x1.00% point = \$1,000 cost.) *Down Payment* (when applicable), is the difference between the loan amount and the purchase price.



## PROSPECTIVE BUYERS INFORMATION

The following information is necessary to assist us in processing your preapproval request. Please answer as best you can, if the question is not applicable enter N/A in the field.

APPLICANTS NAME: \_\_\_\_\_

Please provide contact information for the applicant that is available during business hours in case we have questions, be sure to include the area code:

Telephone: (     ) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

1. Indicate the county in which you are interested in purchasing a property?  
\_\_\_\_\_
2. Do you have a purchase price in mind? \_\_\_\_\_
3. Do you have any money for down payment and closing costs? ☐ Yes ☐ No  
If yes, how much do you plan to use towards your purchase? \$ \_\_\_\_\_  
If no, tell us what is going to be the source of funds? i.e., gift, loan etc.:  
\_\_\_\_\_
4. Tell us what type of property you are interested in purchasing?  
☐ Single Family      ☐ Condominium      ☐ Planned Unit Development  
☐ Mobile Home in a Park      ☐ Mobile Home on Land
5. If you intend to buy a Condominium or a Planned Unit Development, indicate the maximum monthly Homeowners Association fee that you expect to pay? \$ \_\_\_\_\_
6. If you are interested in a Mobile Home in a Park, what is the maximum monthly space rental fee that you want or expect to pay? \$ \_\_\_\_\_
7. Tell us what type of home are you intending to purchase:  
☐ New builder built tract home      ☐ Existing home (resale)      ☐ Build a custom home
8. Have you had a CalVet loan before? ☐ Yes ☐ No  
If yes, provide the date when you owned it: \_\_\_\_\_
9. Have you used your federal guaranteed VA loan before? ☐ Yes ☐ No  
If yes, provide the date when you owned it \_\_\_\_\_
10. Are you currently receiving VA Compensation? ☐ Yes ☐ No  
If yes, what is the percentage of your disability rating? \_\_\_\_\_%



## **SUBMITTAL FORM FOR BROKER GENERATED PRE-APPROVAL APPLICATIONS**

All originators have to be approved in order to broker loans to CalVet. If you are not a currently approved, you can proceed to get your client pre-approved. However, you will need to obtain an approval prior to the close of escrow of a transaction in order to receive compensation. Contact one of our District Offices for information on how to become an approved loan originator.

Loan originators working on behalf of a veteran that would like to obtain a pre-approval for your client, please provide the following information:

PLEASE INDICATE WHO IS OUR MAIN CONTACT IN THIS TRANSACTION:

☐ Loan Originator

☐ Loan Processor

☐ Applicant

### **SUBMITTING BROKER INFORMATION**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

Loan Originators' Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Loan Processors' Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

# Uniform Residential Loan Application

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower", as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when ☐ the income or assets of a person other than the "Borrower" (including the Borrower's spouse) will be used as a basis for loan qualification or ☐ the income or assets of the Borrower's spouse or other person who has community property rights pursuant to state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower _____		Co-Borrower _____	
<b>I. TYPE OF MORTGAGE AND TERMS OF LOAN</b>			
<b>Mortgage Applied for:</b> <input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> Other (explain): _____		Agency Case Number _____	
<input type="checkbox"/> FHA <input type="checkbox"/> USDA/Rural Housing Service		Lender Case Number _____	
Amount \$ _____	Interest Rate % _____	No. of Months _____	<b>Amortization Type:</b> <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (explain): _____ <input type="checkbox"/> GPM <input type="checkbox"/> ARM (type): _____
<b>II. PROPERTY INFORMATION AND PURPOSE OF LOAN</b>			
Subject Property Address (street, city, state, & ZIP) <b>TO BE DETERMINED</b>			No. of Units _____
Legal Description of Subject Property (attach description if necessary)			Year Built _____
Purpose of Loan <input type="checkbox"/> Purchase <input type="checkbox"/> Construction <input type="checkbox"/> Other (explain): _____		Property will be: <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence <input type="checkbox"/> Investment	
<input type="checkbox"/> Refinance <input type="checkbox"/> Construction-Permanent			
<b>Complete this line if construction or construction-permanent loan.</b>			
Year Lot Acquired _____	Original Cost \$ _____	Amount Existing Liens \$ _____	(a) Present Value of Lot \$ _____
			(b) Cost of Improvements \$ _____
			Total (a+b) \$ _____
<b>Complete this line if this is a refinance loan.</b>			
Year Acquired _____	Original Cost \$ _____	Amount Existing Liens \$ _____	Purpose of Refinance _____
			Describe Improvements <input type="checkbox"/> made <input type="checkbox"/> to be made
			Cost: \$ _____
Title will be held in what Name(s) _____		Manner in which Title will be held _____	Estate will be held in: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold (show expiration date)
Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain) _____			
<b>III. BORROWER INFORMATION</b>			
<b>Borrower</b>		<b>Co-Borrower</b>	
Borrower's Name (include Jr. or Sr. if applicable) _____		Co-Borrower's Name (include Jr. or Sr. if applicable) _____	
Social Security Number _____	Home Phone (incl. area code) _____	DOB (mm/dd/yyyy) _____	Yrs. School _____
<input type="checkbox"/> Married (includes registered domestic partners) <input type="checkbox"/> Unmarried (includes single, divorced, widowed) <input type="checkbox"/> Separated		Dependents (not listed by Co-Borrower) No. _____ Ages _____	<input type="checkbox"/> Married (includes registered domestic partners) <input type="checkbox"/> Unmarried (includes single, divorced, widowed) <input type="checkbox"/> Separated
Present Address (street, city, state, ZIP/ country) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____		Present Address (street, city, state, ZIP/ country) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____	
Mailing Address, if different from Present Address _____		Mailing Address, if different from Present Address _____	
<b>If residing at present address for less than two years, complete the following:</b>			
Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____		Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____	
Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____		Former Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent _____ No. Yrs. _____	

Borrower		IV. EMPLOYMENT INFORMATION		Co-Borrower	
Name & Address of Employer	<input type="checkbox"/> Self Employed	Yrs. on this job		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Yrs. employed in this line of work/profession			
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)

***If employed in current position for less than two years or if currently employed in more than one position, complete the following:***

Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Monthly Income \$			
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Monthly Income \$	Monthly Income \$		
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Monthly Income \$	Monthly Income \$		
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Monthly Income \$	Monthly Income \$		
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)		Name & Address of Employer	<input type="checkbox"/> Self Employed
		Monthly Income \$	Monthly Income \$		
Position/Title/Type of Business		Business Phone (incl. area code)		Position/Title/Type of Business	Business Phone (incl. area code)

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION						
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
Base Empl. Income*	\$	\$	\$	Rent	\$	
Overtime				First Mortgage (P&I)		\$
Bonuses				Other Financing (P&I)		
Commissions				Hazard Insurance		
Dividends/Interest				Real Estate Taxes		
Net Rental Income				Mortgage Insurance		
Other (before completing, see the notice in "describe other income," below)				Homeowner Assn. Dues		
				Other:		
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>	<b>\$</b>

\* Self Employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements.

**Describe Other Income**      **Notice:** Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for repaying this loan.

B/C	Monthly Amount
	\$

## VI. ASSETS AND LIABILITIES

This Statement and any applicable supporting schedules may be completed jointly by both married and unmarried Co-borrowers if their assets and liabilities are sufficiently joined so that the Statement can be meaningfully and fairly presented on a combined basis; otherwise, separate Statements and Schedules are required. If the Co-Borrower section was completed about a non-applicant spouse or other person, this Statement and supporting schedules must be completed by that spouse or other person also.

Completed ☐ Jointly ☐ Not Jointly

Description	ASSETS	Cash or Market Value	LIABILITIES and Pledged Assets. List the creditor's name, address and account number for all outstanding debts, including automobile loans, revolving charge accounts, real estate loans, alimony, child support, stock pledges, etc. Use continuation sheet, if necessary. Indicate by (*) those liabilities which will be satisfied upon sale of real estate owned or upon refinancing of the subject property.			
			LIABILITIES	Monthly Payment & Months Left to Pay	Unpaid Balance	
Cash deposit toward purchase held by:		\$				
<b>List checking and savings accounts below</b>						
Name and address of Bank, S&L, or Credit Union			Name and address of Company	\$ Payment/Months	\$	
			Acct. no.			
Acct. no.		\$	Name and address of Company	\$ Payment/Months	\$	
Name and address of Bank, S&L, or Credit Union						
			Acct. no.			
Acct. no.		\$	Name and address of Company	\$ Payment/Months	\$	
Name and address of Bank, S&L, or Credit Union						
			Acct. no.			
Acct. no.		\$	Name and address of Company	\$ Payment/Months	\$	
Name and address of Bank, S&L, or Credit Union						
			Acct. no.			
Acct. no.		\$	Name and address of Company	\$ Payment/Months	\$	
Stocks & Bonds (Company name/number description)						
			Acct. no.			
Life insurance net cash value			Name and address of Company	\$ Payment/Months	\$	
Face amount: \$						
<b>Subtotal Liquid Assets</b>			Acct. no.			
Real estate owned (enter market value from schedule of real estate owned)			Name and address of Company	\$ Payment/Months	\$	
Vested interest in retirement fund						
Net worth of business(es) owned (attach financial statement)			Acct. no.			
Automobiles owned (make and year)			Alimony/Child Support/Separate Maintenance Payments Owed to:	\$		
Other Assets (itemize)			Job-Related Expense (child care, union dues, etc.)	\$		
			<b>Total Monthly Payments</b>	\$		
<b>Total Assets a.</b>			<b>Net Worth (a minus b) =&gt;</b>	\$	<b>Total Liabilities b.</b>	\$

### Schedule of Real Estate Owned (if additional properties are owned, use continuation sheet)

Property Address (enter S if sold, PS if pending sale or R if rental being held for income)	Type of Property	Present Market Value	Amount of Mortgages & Liens	Gross Rental Income	Mortgage Payments	Insurance, Maintenance, Taxes & Misc.	Net Rental Income
		\$	\$	\$	\$	\$	\$
Totals		\$	\$	\$	\$	\$	\$

List any additional names under which credit has previously been received and indicate appropriate creditor name(s) and account number(s):

Alternate Name	Creditor Name	Account Number
----------------	---------------	----------------





# Borrower Signature Authorization

**Privacy Act Notice:** This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

## Part I - General Information

1. Borrower(s)		2. Name and address of Lender/Broker CalVet Home Loans 1227 O Street Sacramento, CA 95814	
3. Date	4. Loan Number		

## Part II - Borrower Authorization

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my mortgage loan application. I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a mortgage loan.

_____	_____
Borrower	Date
_____	_____
Borrower	Date